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**PROPOSAL**

**TO 21ST CONVENTION OF GENERAL SYNOD**

*(1) Please read the Points to Consider section (Section 2) prior to completing this form.  
(2) Submit this proposal by email to* [*synod@lca.org.au*](mailto:synod@lca.org.au) *by 31 March 2024.  
(3) For advice on the completion of this form, contact Dr Nigel Long, Secretary of the Church:* [*synod@lca.org.au*](mailto:synod@lca.org.au) *or 08 8267 7300.*

**SECTION 1 – PROPOSAL**

BE IT RESOLVED that

**SECTION 2 – REASON FOR PROPOSAL**

POINTS TO CONSIDER: Considering these questions before you submit your proposal will help you prepare for questions that might be posed by an agency of the church, or by delegates when your proposal is presented to Synod. Please note that these are for guidance; they are not prescriptive.

|  |  |
| --- | --- |
| 1. | Please consider whether and how your proposal addresses an unmet need. |
| 2. | Have you consulted with any relevant LCANZ department, agency or committee (Local Mission, Lutheran Archives, Church Worker Support) to gather information to assist the development of your proposal? |
| 3. | If your proposal requires constitutional changes, have you consulted with the Standing Committee on Constitutions regarding possible conflicts, impediments or unintended consequences? |
| 4. | If your proposal requires funding for implementation: (a) Will it require ongoing funding after establishment of the project or activity? If so, details about sustainability will need to be provided in the proposal notes. (b) If your proposal were to be approved by Synod, have you considered how this may impact existing services or projects of the LCANZ? Consideration of this should be included in the proposal. (c) Allow sufficient time for the Finance Audit and Risk Committee to review your proposal before the submission deadline of 31 March 2024. |
|  |  |

*In this section clearly outlines the purpose and rationale of the proposal. For ease of reference, please format so that each new point is numbered.*

**SECTION 3 – ESTIMATED RESOURCING FOR PROPOSAL**

*This section must be completed if funding is required for the implementation of the proposal. This includes proposals to continue or expand existing projects or activities. The indicative costs must be approved by the Finance Audit Risk (FAR) Committee prior to submitting the proposal. Please use* [*synod@lca.org.au*](mailto:synod@lca.org.au) *to email draft proposals to FAR for review.*

|  |  |
| --- | --- |
| **Estimated total cost of proposal** | **$** |

**Budget breakdown**

|  |  |
| --- | --- |
| **Expense** | **Estimated cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |
|  | |
| **Proposed funding source** | **Estimated value** |
|  |  |
|  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Finance Audit Risk endorsement of implementation costs for the proposal** | |
| Chair of FAR (or rep) | <name> |
| Meeting held on | <dd/mm/yyyy> |

By endorsement of the proposal budget at the meeting indicated above the Finance Audit Risk Committee confirms:

1. that it has assessed the estimated costings of the proposal implementation and proposed funding sources, and that the proposal’s budget provides a reasonable indication of costs; and
2. that no other funding is available for this proposal from alternative sources.

**‘In kind’ support**

|  |  |
| --- | --- |
| **Type of ‘in kind’ support** | **Estimated value** |
|  |  |
|  |  |
| **Total** |  |

*‘In kind’ support includes such items as gifts of property or equipment, and the dollar value of volunteer time. Please bear in mind that Churchwide office staff time is not ‘in kind’ support.*

**SECTION 4 – SUBMITTING BODY AND AUTHORISATION**

|  |  |
| --- | --- |
| **Respectfully submitted on** | |
| Date | <dd/mm/yyyy> |
| By | <name> |
| On behalf of | <name/place of the submitting congregation/parish/body> |
| **Contact details** | |
| Phone |  |
| Email |  |
| Name of proposer at Convention (include contact details if not listed above) |  |
| **We confirm that this proposal has been adopted by a properly convened meeting of the relevant congregation/parish/body** | |
| Chair | <name> |
| Secretary | <name> |